



HEADQUARTERS  
FINGER LAKES GROUP CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
1305 SCOTTSVILLE ROAD  
ROCHESTER NY 14624-5127

28 November 04

MEMORANDUM FOR: All Finger Lakes Group Cadet NCO's

FROM: Finger Lakes Group Cadet Advisory Council

SUBJECT: Finger Lakes Group NCO Academy

Finger Lakes Group Cadet Advisory Council will be holding a NCO Academy for Cadets on Saturday, 15 January 2004. This cadet training program will be offered at the Finger Lakes Group Headquarters at the Rochester Airport. The headquarters is upstairs (2nd floor) in the Air Venture Building on 1305 Scottsville Road.

The program is open to any Cadet Non-Commissioned Officer who has achieved the Wright Award (C/ Staff Sergeant). The FLG NCO Academy is designed to enhance a cadet's knowledge of NCO leadership skills through role-playing and classes on topics such as properly drilling a flight, characteristics of an effective leader, motivation, teaching, and more. The goal of this course is to give you, the Cadet NCO, additional knowledge that may help you in the course of your CAP duties.

To apply, please send a completed **CAPF 31** and a check for **\$7.00** made payable to "**Finger Lakes Group Civil Air Patrol**" to:

C/Capt. Erik Johnson, CAP  
2707 Clover Street  
Pittsford, NY 14534

The cost includes all handouts, morning snacks and lunch. On your application (CAPF 31), please list any medical or physical concerns (including food allergies, etc.) that we should be aware of. Note that the FLG headquarters is on the second floor and an elevator is not available. Based on the facility, class size will be **limited to 25** students. It is recommended that interested students apply as soon as possible. The deadline for applications is **5 January 2004**. Applications will be accepted in the order received. Make sure that your unit commander signs the CAPF 31. Upon receiving your CAPF 31 and payment, your attendance will be confirmed by phone or e-mail.

Sign-in will start at 0850 on Saturday 15 January. The course will run from 0900 to approximately 1600. Since the FLG NCO Academy is a CAP sponsored course, the uniform will be Blues, without a tie.

If you have any questions, you may contact either C/CMSgt. Colin Ryan at 585-637-0033 / [genisisxl@yahoo.com](mailto:genisisxl@yahoo.com) or me at 585-442-2352 / [sog2769@hotmail.com](mailto:sog2769@hotmail.com). The FLG Cadet Advisory Council has prepared an interactive learning program which will offer valuable information to all NCOs. We hope you take this opportunity to attend.

ERIK R. JOHNSON, C/Captain, CAP  
FLG CAC Vice-Chairman